

**PLANNING COMMISSION
WEDNESDAY, APRIL 13, 2016
6:00 P.M.**

**Wilsonville City Hall
29799 SW Town Center Loop East
Wilsonville, Oregon**

*May 11, 2016
Approved as presented*

Minutes

I. CALL TO ORDER - ROLL CALL

Chair Jerry Greenfield called the meeting to order at 6:00 p.m. Those present:

Planning Commission: Jerry Greenfield, Eric Postma, Peter Hurley, Al Levit, Phyllis Millan, and Kamran Mesbah. Simon Springall arrived after Roll Call. City Councilor Charlotte Lehan was absent.

City Staff: Chris Neamtzu, Michael Kohlhoff, Nancy Kraushaar, Miranda Bateschell, Stephan Lashbrook, and Jen Massa Smith

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. CITIZEN'S INPUT - This is an opportunity for visitors to address the Planning Commission on items not on the agenda. There was none.

IV. CITY COUNCIL LIAISON REPORT

Chris Neamtzu, Planning Director, stated Councilor Lehan was not able to attend the meeting, so he was asked to give the report on her behalf. He reported City Council's last meeting had a light agenda, but a considerable amount of time was spent discussing affordable housing during their work session. Council received a briefing from Community Relations Coordinator John Gale and City Attorney Barbara Jacobson regarding different programs that could be utilized by the City. Mr. Gale had many years of extensive experience with affordable housing and non-profits. Materials presented at that work session could be provided to the Planning Commission upon request. Council wanted more time for discussion and decided to continue the affordable housing discussion to a future meeting.

- He asked if the Planning Commission was interested in having Mr. Gale present some of affordable housing the programs to the Commission, noting Councilor Lehan also proposed having a joint City Council/Planning Commission work session to discuss the topic. Council was very interested in the topic from a renter, no-fault eviction point of view, about which the City has received correspondence. He added Commissioner Springall had brought forward several concerns about that issue, as well as first-time homebuyer programs, in general.

Chair Greenfield noted he had talked with several community members about this topic last night and there was considerable concern. One resident, who had become more active in the city, described how he was being priced out of his apartment in Wilsonville. He was concerned that Wilsonville would lose the man to another community because he could not find affordable housing in Wilsonville. Everyone was aware of the housing crisis in Portland, but affordable housing was a nationwide crisis. He supported holding a joint meeting with City Council.

The Planning Commission consented to holding a joint work session with City Council.

Commissioner Postma added he was uncertain about his role because his law firm was currently involved in an organization that had taken a role in the affordable housing process. He agreed nothing prohibited him from sitting in to listen.

Commissioner Millan suggested conducting a work session first to update the Commission on what the City Council had already seen. She added that although the affordable housing issue seemed like an abstract issue, she was meeting and talking to people actually affected by the problem. She suggested at least having the Council's materials available to review if a preliminary work session was not held.

Commissioner Springall noted that after reading the City Council packet with Mr. Gale's and the City Attorney's reports, he had some concerns that the focus was on home buying and not the need for short- and near-term rentals, which was the most critical, pressing issue. Obviously, home affordability was a long-term issue that needed work, but there was a crisis that needed to be addressed.

Mr. Neamtzu agreed to distribute the Council's materials to the Commission and talk to Council about scheduling a joint work session.

V. CONSIDERATION OF THE MINUTES

A. Consideration of the March 9, 2016 Planning Commission minutes
The March 9, 2016 Planning Commission minutes were accepted as presented.

VI. PUBLIC HEARING

A. LP16-0001 -- Transportation System Plan (TSP) Amendments (Mende)

The following items were distributed to the Planning Commission at the dais:

- Attachment G: Memorandum dated April 12, 2016 from DKS Associates regarding Wilsonville TSP Additional Bike/Ped Project Amendment, identified as Page 113 of 113.
- Attachment I: Memorandum dated April 13, 2016, from DKS Associates regarding Wilsonville TSP Additional Bike/Ped Project Amendment, identified as Page 1 of 1. Attachment I replaced Attachment G.
- Attachment H: Email dated April 13, 2016 from Planning Director Chris Neamtzu to Commissioner Peter Hurley with attachments.

Chair Greenfield read the legislative hearing procedure into the record and opened the public hearing at 6:10 pm.

Chris Neamtzu, Planning Director, noted the Planning Commission conducted a work session last month on what were considered to be fairly minor amendments to the Transportation Systems Plan (TSP), adopted in 2013 after a significant amount of work by the Planning Commission and City Council in 2012 and 2013.

- A lot of planning work had been done in various areas of the community, such as in Frog Pond and Coffee Creek, and projects had emerged from those additional planning efforts that were the focus of the proposed minor amendments, which were minor updates to the TSP.
- He noted some exhibits had been distributed to the Planning Commission, but he was uncertain whether Commissioner Hurley's comments (Attachment H) belonged in the TSP record. He realized late in the day that assumption might be incorrect, but he had been unable to talk about it with Commissioner Hurley.

Commissioner Hurley confirmed the documents were not meant to be added to the TSP record, but were intended for discussion by the Planning Commission at a later date, though they were fostered by the creation of the TSP.

Eric Mende, Capital Projects Engineering Manager, stated tonight's presentation would be the same given to the Planning Commission last month; however, due to the public hearing, it needed to be presented again for the benefit of the public.

- As indicated in the Staff report, the public hearing was noticed to potentially affected individual property owners, as well as Metro, Washington County and Tualatin Valley Fire and Rescue.
- He noted the scope of the TSP Amendment was limited and that full updates to the TSP usually occurred on an eight to ten year schedule. Minor amendments in between the major updates were common when ongoing planning efforts created a need to include additional or revised projects into the overall TSP, as was the case with this amendment.
 - The City's Capital Improvement Plan was directly linked to the City's adopted master plans, which were part of the City's overall Comprehensive Plan. In general, expenditures for major infrastructure projects must first be identified in a master plan before the City could spend any significant money on them. The TSP, along with the Sewer, Water, and Stormwater Master Plans, were the four big master plans that drove the Capital Program.
 - For the subject amendment, Staff was in the process of reevaluating the City's road system development charges (SDCs) and having an accurate and adopted list of projects was important to that effort.
- The scope and timing of the proposed amendment was driven by the City's planning efforts, primarily for the Coffee Creek Industrial Area, located south of Day Rd, and for the Frog Pond/Advanced Rd area, which was north and east of Boeckman Rd and Wilsonville Rd.
 - In the Coffee Creek area, the City was moving forward with development of district boundaries, a project list, and a financing plan for a future Urban Renewal District (URD). Staff had refined the transportation network and project cost estimates needed to support the URD. The proposed TSP would incorporate the refined URD project list.
 - There was also a pending development with the Republic Services property on Ridder Rd that was in direct conflict with the current TSP. The development application for the Republic Services property had been submitted but could not move forward without an amendment to the TSP. Testimony included in the Planning Commission packets from a Republic Services representative stated they were in favor of the adoption of the proposed amendment.
 - In the Frog Pond/Advanced Rd area, the Frog Pond Concept Plan had been completed and the Meridian Creek Middle School application had been approved. The proposed TSP Amendment incorporated roadway and trail designation changes to make the project list consistent with the Frog Pond Plan.
 - There were also a couple discreet development projects that warranted minor revisions to the TSP projects list, which included the Printer Parkway redesignation and the sidewalk infill project on Boones Ferry Rd that was associated with the Universal Health Project.
 - All of the projects modifications were described in the summary memo from DKS Associates included in the Planning Commission packet and within the amendment. Wilsonville continues to grow and the City's planning efforts were bearing fruit more rapidly than anticipated, and the proposed TSP Amendment was necessary to proactively stay ahead of the growth in Wilsonville.

Scott Mansur, Transportation Planning Consultant, DKS Associates, noted the one-page memorandum (Attachment I) that was distributed to the Planning Commission regarding an additional project that had been added in relation to bicycle and pedestrian connectivity, which he would discuss in his presentation. He presented the Wilsonville TSP Amendment via PowerPoint with these additional comments:

- TSP amendments were needed because things were always changing with regard to long-term, adopted system plans, so it was important to be flexible and update funding information accessible for transportation funding. The TSP needed to be current with state and regional transportation policies as well as updated based on rapidly changing development and local conditions.
- The deliverables provided included a memorandum that identified which sections and figures of the TSP would have modified projects. As mentioned, the modifications were related to changing local conditions, which he reviewed as follows:
 - The adoption of the Frog Pond Master Plan was the first project to warrant TSP modifications.

- Portions of the West Linn-Wilsonville School District, as well as a city park, were added within the City's urban growth boundary (UGB).
- The City had done some additional engineering work on the Boeckman Road Dip and now had updated cost estimates and engineering information that needed to be updated within the TSP.
- Transportation changes within the Coffee Creek Industrial Area mostly related to replacing the Kinsman Road Extension, north of Ridder Rd, with Garden Acres as a collector roadway.
- The ongoing transportation analysis and evaluation of Basalt Creek.
- Xerox's desire to make Printer Parkway a public street.
- He reviewed the recommended modifications to the 2013 TSP (Slides 5 through 8) with these additional comments:
 - Replace the Kinsman Road Extension north of Ridder Rd with Garden Acres Rd as a collector roadway.
 - There was still ongoing work regarding whether the future intersection at Day Rd and Garden Acres Rd would have a traffic signal or be a roundabout. This was discussed by the Planning Commission during work session.
 - Within Frog Pond, add a north-south collector in the west neighborhood, as well as an east-west collector between the future collector and Stafford Rd.
 - Related to the Advance Middle School, now called Meridian Creek Middle School, designate 63rd Ave and Hazel Rd future collectors, as well as Advanced Rd between Wilsonville Rd and 60th Ave since they were now in the UGB and would be adjacent to the future city park and middle school sites.
 - Update Project UU-O1, which was the Boeckman Road Dip.
 - Extend Commerce Circle Loop Sidewalk Infill on Boones Ferry Rd to Day Rd.
- Functional designation changes were also modified on TSP Figure 3-2 to reflect the recommended changes that he had reviewed. (Slides 9 and 10) He added that Printer Parkway would be designated as a collector between Parkway Ave and Canyon Creek Rd.
- Proposed modifications to the Freight Routes (Figure 3-4) included replacing Kinsman Rd, which was previously designated as a freight route, with Garden Acres as the north-south connection between Ridder Rd and Day Rd.
 - The UGB was updated on Figure 3-4 as well.
- The recommended bicycle route modifications (Figure 3-5; Slide 12) were noted with these comments:
 - For the Meridian Creek Middle School, add bicycle facilities including bike lanes on Advanced Rd, 60th Ave, 63rd Ave and Hazel Rd.
 - Bicycle facilities were also added to Garden Acres Rd, which would replace Kinsman Rd.
 - Add bicycle facilities on Java Rd. In the future, Java Rd would replace the existing connection of Clutter Rd to Grahams Ferry Rd to address the site distance and safety issues.
 - Bicycle facilities were identified on Printer Parkway that included bike lanes on the street and a multi-use path along the eastern portion of that project.
 - Bicycle facilities were also identified for Frog Pond.
- Based on the projects described, cross-section deficiencies were identified to determine what road modifications were needed to meet current cross sectional standards based on the roadway classifications discussed. (Figure 4-1)
- He reviewed the recommended changes in the Higher Priority Projects List (Figure 5-2) with these key comments:
 - Replace Project BW-11, which was a Frog Pond Trail, with a new trail.
 - Replace Project RT-02, the Frog Pond Trail, with the following projects:
 - UU-08, Garden Acres Road Urban Upgrade
 - UU-09, Urban Upgrade of Printer Parkway
 - RR-11, Advanced Middle School Collector Roads
 - UU-10, Advanced Road Urban Upgrade between Wilsonville Rd and 60th Ave
 - RE-12A, Frog Pond West Neighborhood Collector Road

- RE-12B, Frog Pond South Neighborhood Collector Road
- RE-13, Java Rd Connector and Signal. He reminded that Java Rd was intended to be the future replacement of the Clutter Rd intersection where an additional traffic signal would be added.
- RT-O7, Revised Frog Pond Regional Trail.
- Other Additional Planned Projects (Figure 5-7; Slide 15) not on the Higher Priority Projects List included Project BW-P2, the Commerce Circle Loop Sidewalk Infill on Boones Ferry Rd from Commerce Circle to Day Rd.
 - Project UU-P1, the Advanced Road Urban Upgrade between Wilsonville Rd and the old UGB, was deleted.
- An additional project had been added since the last Planning Commission meeting to be consistent with the City Council Goals 4, 9 and 10, which regarded the desire to set aside funds to strategically purchase properties that could facilitate future bicycle and pedestrian connectivity between neighborhoods or other properties. A planning level cost estimate of \$1 million had been identified for BW-15 (Slide 16) and the intent was to support policy areas discussed in Chapter 2 of the existing TSP. These policy areas included looking at system design to provide a well-connected system; connectivity by adding bicycle and pedestrian connections between neighborhoods; and at active transportation to encourage transportation options within the city. Information about this added project was provided in the supplemental information distributed to the Commission. (Attachments G and I)

Chair Greenfield asked when the \$1 million dollar estimated planning cost would be budgeted.

- Mr. Mende replied that was undefined at this point. If a property were to become available that would qualify for meeting this goal, Staff would have to budget for it or submit a supplemental budget if it occurred in a current year. The estimate had not yet been added to the Capital Improvement Plan.

Commissioner Postma noted on Page 44 of 112 of the TSP, Figure 3-4 Freight Routes was incorrect because it was identical to Figure 3-5, which was the Bicycle Route map.

- Mr. Mansur assured that correction would be made.

Commissioner Springall asked why the TSP was not being updated with projects that had been completed, such as the Barber Street Bridge or Canyon Creek Road Extension, which were still showing as needs in some cases or connectivity gaps in the TSP.

- Mr. Mende confirmed that was the intent and explained that with a minor amendment, Staff did not change everything in the existing TSP. Projects that had been completed would stay in the overall TSP until the next major update, and only the amendments discussed this evening would be reflected in this process.

Commissioner Levit:

- Noticed that none of the maps indicated the intent to close Clutter Rd at Grahams Ferry Rd with an X and suggested Staff make the correction.
 - Commissioner Springall understood the proposed amendments stopped short of specifying the project to close Clutter Rd, though it was an intended project. He agreed it was a point of confusion.
 - Mr. Mende clarified that project would be incorporated in the next major TSP update.
- Asked if the planning level cost estimate of \$1 million was just for planning costs or acquisition. (Slide 16)
 - Michael Kohlhoff, Special Projects City Attorney, suggested Staff rephrase the wording as it could be misinterpreted.
 - Mr. Mende confirmed the \$1 million was just for the acquisition of property and not planning costs. The amount was based on the acquisition of two properties at \$500,000 each.
- Asked how the City became aware of the availability of properties.
 - Mr. Mende replied the City found available properties like everyone else, through a real estate listing or a sign displayed on the street. He did not believe the City had any active plan to go out and research properties that might or might not be coming available on the market.

Chair Greenfield called for public testimony in favor of, opposed, and neutral to the proposed TSP amendments.

Ben Altman, Pioneer Design Group, 9020 SW Washington Square Rd, Suite 170, Portland, OR, 97223, stated he was representing Republic Services, which currently had a submitted application for a project that was pending a design review hearing next month. There were two pieces to the project, which included annexing some property, but the primary development application was for SORT Bioenergy which was an anaerobic digestion facility designed to process food waste and create usable energy from the methane gas that was a by-product, as well as some soil amendment by-product and items from the processing.

- The Kinsman Rd right-of-way was discussed at the first preapplication meeting with the City and posed a problem. The information he submitted laid out the road alignment. With a typical alignment, half of the road was expected to be on your site. The City had already talked with Bonneville Power Administration (BPA), which was the adjacent property to the east and they opposed having a road in their right-of-way. As a result, 100 percent of the right-of-way would be on Republic Services' property, which was bad enough, but the crux of the issue was that alignment would have closed the east driveway of Republic Services, which was the primary access for all their trucks, which would essentially shut down the operation because all the trucks come in across the scales located on the east side, dump their load in the material recovery building, and come back out over the scales. The site was not designed to move those scales anywhere. Locating the road there would force an entire redesign of the whole facility, which obviously was not feasible from both the City's and Republic Service's perspective.
 - At the workshop last month, Mr. Mende noted that because of BPA's adjacency on the east side, the alignment on Kinsman Rd would have been a one-side, loaded street clear to Day Rd for the industrial properties, making it a very expensive road; mostly likely the most expensive road in the State once finished.
- Adding the modification related to Garden Acres Rd replacing Kinsman Rd to the TSP amendments made sense. Republic Services supported that change since it worked better for the public and also resolved the conflict with Republic's operations. As the analysis showed, it still provided a functional, albeit not the most ideal, collector alignment that functioned reasonably in comparison with regard to the operational capacity of the Kinsman Rd alignment by moving the collector to Garden Acres. This would salvage Republic Services' operation and kept the transportation system whole in terms of function. Republic Services strongly supported that modification in the TSP amendment.

Chair Greenfield closed the public hearing at 6:38 pm.

Mr. Neamtzu clarified that Attachment H was not part of the TSP record and that Attachment I, dated April 13, 2016, replaced Attachment G dated April 12, 2016.

Commissioner Postma moved to adopt LP16-0001 with the addition of Attachment I, which replaced Attachment G, and excluding Attachment H. Commissioner Levit seconded the motion, which passed unanimously.

VII. WORK SESSION

A. Transit Master Plan Update (Massa Smith)

Jen Massa Smith, Program Manager, SMART Transit, stated she and Consultant Michelle Poyourow would be providing the update on the Transit Master Plan. Ms. Poyourow would lead the discussion, speaking about what goes into transit planning and how decisions were made to design the City's system. She would update on the public involvement outreach to date and both team members would discuss the preliminary survey results received.

Michelle Poyourow, Senior Associate, Jarrett Walker and Associates, noted four Commissioners attended the stakeholder workshop held last month, and tonight's presentation would review about half of the material discussed at the workshop. She presented the Transit Master Plan (TMP) via PowerPoint.

Comments from the Planning Commission and responses to Commissioner questions was as follows:

- Many online survey questions prompted responses about ridership- versus coverage-related goals, which was an interesting perspective that one did not get by reading the current TMP. That approach provided a different perspective than had been seen before.
- Although ridership in Villebois was low, the small amount of SMART service provided was fairly productive, (Slides 14 & 15) which was why comparisons were important. Villebois had only four trips a day and providing service to those residents was pretty inexpensive.
- Currently, Route 3 serviced the Charbonneau area with two fixed-route stops and had a small number of boardings (Slide 14)

Ms. Massa Smith continued the PowerPoint presentation, discussing the public outreach done for the TMP. She and Ms. Poyourow reviewed the feedback and survey results received, as well as the timeline related to the next steps for the TMP which anticipated adoption of the TMP in this fall.

Discussion and feedback from the Planning Commission was as follows with responses to Commissioner questions as noted:

- Ms. Massa agreed to provide actual numbers about how Dial-A-Ride was funded, such as the amount of taxes paid by Wilsonville businesses and State, County or Federal reimbursements. Currently, out-of-town Dial-A-Ride was funded approximately half by grants and the other half from SMART's General Budget, which would mostly be from payroll taxes. In-town funding of Dial-A-Ride involved the paratransit requirement because it was a fixed route. SMART also received about \$55,000 from the County to supplement in-town Dial-A-Ride routes specifically aimed at the Villebois area.
- Did any law prohibit using third party providers for Dial-A-Ride to achieve better economies of scale? Although Wilsonville did not have a taxi service, there had been big changes with Uber and Lift lately.
 - No federal or state laws prevented the City from using another contractor for Dial-A-Ride. Economies of scale would not be improved, but drivers would be paid less, making the service less expensive. It was the same kind of scale and the dispatching technology was not a big part of the cost. However, in many cases, you get what you pay for; users might not get the type of service or professionalism they were accustomed to with a driver who was paid less.
 - Proceeding with another labor arrangement with Dial-A-Ride where drivers were paid less would not result in more riders, but it would reduce the dollar cost.
 - Pension benefits and paying employees when they were not working were concerns when considering cost savings.
 - Michael Kohlhoff, Special Projects City Attorney, noted the City had franchised with a taxi company in the past to support Dial-A-Ride, so it could be done. The City would have to review its public contract to see what they come up with, but insurance might be included as part of the contract to cover liability issues.
 - Depending on the type of liability and given the increased possibility of a municipal government entity being sued, indemnification could be considered.
- Stephan Lashbrook, City Transit Director, addressed questions about how Westside Express Service (WES) was funded by explaining the City has a 20-year contract with TriMet to provide some amount of the funding for WES. That funding was capped at \$300,000 per year for the initial five years of operations and then it increased by the cost of living each year. Currently, about \$315,000 was budgeted from SMART to TriMet, which was labeled Commuter Rail Service on Page 173 of the budget. This arrangement would continue throughout the life of the 20-year contract. He believed this was the eighth year of the contract.

- Increased funding requests by TriMet would not necessarily result in renegotiating the contract. The City would consider whether to move forward with any reasonable proposal from TriMet, including any changes to the fee structure that would be involved.
- Ms. Poyourow commented that one successful goal of the last adopted TMP was to get everyone from an arriving WES train to their work place within 10 minutes. Therefore, WES trains and schedule was a guiding principle for the City's network, which was why transit service was focused on the weekday peaks. Those making policy decisions, like the Planning Commission, should consider whether the WES schedule was right for Wilsonville's local transit network and determine how much of SMART's service should be devoted to meeting WES versus distributing service to other times.
- Staff addressed questions about commuters using WES to get in and out of Wilsonville as follows:
 - The west side crescent of the WES route was very job heavy in both directions. Many riders travel from Wilsonville into Beaverton and connect to Hillsboro for work, but a number come to Wilsonville.
 - Most interestingly were the numbers of people that arrive in Wilsonville via WES and then board a bus to go to Salem. These passengers were not Wilsonville taxpayers and were able to travel to Salem for \$3 fair. Staff talked with TriMet about the good number of passengers who were more a part of TriMet's customer base rather than Wilsonville's.
 - WES was created for a dual purpose: to bring employees into Wilsonville's employers, since they were footing the biggest part of the bill for SMART, and to provide residents in the higher density area of Villebois with access to rapid commuting services for work, which also took a lot of cars off the highway.
 - According to statute, Villebois' location was originally planned for transportation efficiency and regionalism, though the connectivity had to be delayed due to issues during the actual construction and the sinking road.
 - WES also met larger regional needs with riders going to Salem and Hillsboro. About 25 percent of Wilsonville's employment base came from Beaverton, confirming that WES was providing service to and from the right area.
 - Although the specific ridership of WES was undetermined, generally on a service that only ran on weekday peaks, the majority use it for work related commuting.
- Staff discussed SMART's work related to the urban growth boundary (UGB) areas between Wilsonville and Tualatin which included Basalt Creek and Coffee Creek, and the City's discussions with TriMet regarding those areas with these key comments:
 - Staff from SMART and TriMet have attended meetings of the Technical Committee that reports to both the Wilsonville and Tualatin City Councils regarding those planning efforts.
 - SMART's and TriMet's service areas were discussed and indicated on a displayed map.
 - The areas south of Day Rd to Grahams Ferry Rd, including the Coffee Creek Expansion Area, was outside TriMet's service area. As the City expands business and residential developments into that area, SMART would become the service provider.
 - The prison, which was west of Grahams Ferry Rd and north of Day Rd, had been within the city limits since before the prison was built, but it was within TriMet's service area.
 - City Council recently adopted a resolution stating that as Wilsonville's city limits move north, SMART was expected to be the service provider, not TriMet. Negotiations between the City and TriMet have begun and include topics such as SMART's funding for WES.
 - SMART would provide service to the new Meridian Creek Middle School, and SMART was counting on the turnaround that would be provided on the park property. Although in TriMet's territory, it did not generate any payroll taxes for them.
 - Although the prison was a State facility and provided funding to TriMet, TriMet provided no services there. SMART provided a 5:30 am bus service to the prison, when prisoners were released. Many prisoners were being released with no pocket money and were trying to get to Salem or TriMet, and SMART helped get them there, which was in the community's best interest as well.

- SMART has had a bus stop on both sides of Elligsen Rd at the fire station, even though the fire station employees' payroll taxes go to TriMet.
- These service area considerations would become increasingly important because much of Basalt Creek could create industrial jobs from which payroll taxes would support both SMART and TriMet.
- Mr. Kohlhoff commended Mr. Lashbrook for getting a bill in committee that would have corrected the State situation by adding City transit to the statute to allow the compensating funds from the State prison to come to Wilsonville. Unfortunately, one legislator did not like their transportation system in their city and stopped the bill from passing.
 - Changing TriMet's service boundary required a petition that could only be presented once every five years. This was the year and City staff had been working on that for several months.
- The City started negotiations with TriMet about three years ago to complete TriMet's bus service from Commerce Cir to the WES Transit Center, but they were not motivated to complete it. TriMet's Dial-A-Ride drop off point for this area was the prison. SMART has explained that TriMet could turnaround at Commerce Cir and head back to Portland much more efficiently, and that it would be better for both TriMet's and Smart's riders.
- Many businesses have been concerned that the City could not guarantee transit service to a specific zone once it was built out. The reality was that TriMet was not releasing those areas for the City to service, which resulted in taxation without service. It is a difficult prospect to entice businesses to come to Wilsonville and pay taxes without receiving transit service.
- Metro was the party responsible for dispensing most of the federal transportation funds that come to the region and had a huge influence in transportation. Metro Councilors and TriMet worked together on major transit projects that brought in hundreds of millions of dollars into the region. Although Metro was aware of the City of Wilsonville's and SMART's concerns and complaints, they are not likely to oppose TriMet.
- All of the maps presented today were currently available on the City's website. The survey results would be posted to the website as well as a summary. As additional analysis was conducted and Staff was sure all the inclusive information was included, that material would also be made available.
- More paper surveys were received than surveys from the kiosks, which was surprising. Next time, Staff would still want to ensure various options were available for people to provide input, as no one way was all inclusive.
- The interplay between higher ridership levels on Saturday versus busier weekdays was discussed. A large number of people were probably riding on some weekdays as well as Saturdays.
 - SMART was getting the hardware and software operational to provide more accurate information about ridership, so more data would be available in the summer for Staff and the Commission to consider. SMART already had much more accurate Dial-A-Ride information than was available a year ago.
 - The summer's data would be interesting as far as youth that did not drive but were old enough to use public transportation. They could make several stops along Route 4 to see their friends, shop, etc.
 - Interviews and focus group conversations revealed that a number of Wilsonville residents did not have access to a car and Saturday was their shopping day or day to go to a movie, etc., so some residents were dependent on SMART.
- Shopping carts being abandoned up to $\frac{3}{4}$ of a mile from the Fred Meyer shopping center suggested that for those living on the west side of town walking was more convenient than taking the bus that stops at transit center.
- Dial-A-Ride served the Wiedemann Park Apartments several times a day. To increase efficiencies, SMART had been grouping rides together on mini shuttles to create mini routes that serve assisted living facilities as well as Villebois. The Villebois route was added due to some recent changes as SMART tried to get more people on mini shuttle routes.
 - A Dial-A-Ride bus did serve the Community Center for the senior lunch program and as a result, senior ridership had increased markedly in the last few months.

- Seniors and youth are generally a more flexible group of transit passengers. Many seniors are depended on transit some for specific time needs, such as medical appointments, and are seemingly more tolerant of scheduling. However, seniors have less tolerance for walking; many preferred to walk less and wait longer.
- Getting those associated with a non-profit, a community center, or housing complex to organize around a more scheduled service would increase productivity. So, instead of Dial-A-Ride doing random patterns that maxed out at three or four boardings each hour, it could have riders gather with six to nine riders in a bus, making the service more productive, like a fixed route. A senior or community center was a great place to start because seniors tended to be more flexible than working professionals or people dropping children off at school.
- In the Community Survey, 90 percent of the respondents rated SMART as a great system. The creators of the survey were located out of state, but they conducted similar surveys nationwide and said they had not seen numbers that high for transit agencies. However, the ridership was not there. The bicycle network was also rated highly, although not many people used it. Perhaps it regarded a visual or aspirational component or they were happy the service was there if they needed it.
 - Some of the positive feedback might be due to the fact that SMART's buses were washed inside and out every day and because the fleet was becoming younger as the real old buses had been replaced. The dark windows, which might be seen as intimidating, were taken care of where possible.
 - Advertising public transportation as a community asset could reduce the negative perception that those who did ride the bus were unique and would increase ridership.
 - Salt Lake City garnered tremendous support for light rail and financing transit by making it a community asset, even for those who drive. People using transit meant fewer cars on the road for those who were driving. Transit was a community asset that is important to everyone, not just those riding transit.
 - Although SMART could not claim that its express routes go faster than anyone else on the freeway since everyone was stuck in the same traffic, riding transit did provide the opportunity to do other things while riding.
- SMART's service options would be developed in May and June and public input would be gathered over the summer. At the Commission's July or August meeting, the project team expected to present more details, maps, and information regarding the budget related to the different service scenarios, though the level of detail was uncertain at this point. Comments from the Commission, City Council, and the public would assist in determining the right final plan. The Planning Commission would see the draft TMP before it went to the City Council. (Slide 45)
- Discussions at the SMART Growth Conference revealed that millennials have much more tolerance for mass transit than most. They embraced public transit and many did not own cars. How did millennials, who consider transit to be a more normal mode of transportation, factor into the TMP model?
 - The demographic might provide an opportunity to increase ridership, but it was not an opportunity the City had to take. Although millennials did not have a cultural issue with using mass transit, they did not like to wait. If public transit was not frequent or useful, those riders would find a different mode of transportation.
 - The improvements to SMART's hardware and software would enable smart phones to access bus locations and click on a specific bus stop to learn when the next bus would arrive. This was important for younger riders since many used smart phones and did not like to wait.
 - The technology would continue to improve the experience of riding transit. It reduced the anxiety of wondering whether one just missed the bus or was it just coming around the corner. However, not having to wait time at the bus stop would not solve the problem of low frequency services causing waiting. This was not an issue with high frequency service because people generally did not mind being 10 minutes early for anything, but they did mind being 50 minutes early or 10 minutes late.

- When implemented, the technology increased transit ridership on all services, but by much more on frequent services because it delivered good news about bus arrival times. The technology helped riders to see transit services more clearly and make better decisions in the moment.
- Public transit safety could often be perceived, even if just psychologically, as unsafe. When publicizing public transit, SMART should emphasize that public transit was a safe way to travel.
- SMART had a handful of solar-lighted stops with an inverted pyramid with a green light, which regarded a pilot effort with a couple different vendors.
- SMART regularly received calls from riders requesting to hold the train because they were running late. A bus could be held a couple minutes sometimes, but not the train.
- The screen on the ticket kiosk at the WES transit station could not be read when the sun was shining in the morning. Often the conductor would help punch the buttons because he knew what he was doing. Tickets could not be purchased ahead of time because it was time stamped.

Ms. Poyourow welcomed receiving any additional questions or input from the Commissioners via Ms. Massa Smith.

VIII. OTHER BUSINESS

A. 2016 Planning Commission Work Program

There was no update or discussion regarding the work program.

B. Annual Housing Report

Miranda Bateschell, Long-Range Planning Manager, noted Staff retained the same format used for the first Annual Housing Report published last year, but updated the statistics for 2015. She noted the City had record development in single-family housing, a record setting value of construction cost, and that the City's population and household growth was higher than what Metro had forecasted. The one-page summaries highlighting each subdivision showed a variety of different single-family housing types that ranged in size and available amenities, reinforcing one of the City's goals to provide diverse housing options to the community.

Discussion and feedback from the Planning Commission was as follows with responses to Commissioner questions as noted:

- Ms. Bateschell confirmed the statistics in the Housing Report were based on permitting, not actual construction.
- The lot sizes on Page 8 regarding Cedar Point should be corrected to state 14,000, not 1,400 sq ft.
- In the Trends and Timeline on Page 25, the Household Growth Rate seemed to be offset by one row. Looking at 2010, the household growth rate was only 28.3 percent, yet the population growth in 2011 showed an increase of 457 households, but only a .03 percent increase in population.
 - Following comments from the Commission, Ms. Bateschell confirmed that adding the years to Pages 24 and 25 would better clarify the information.
- The report was impressive and provided a lot of information.
 - Chris Neamtzu, Planning Director, commended Ms. Bateschell, Jennifer Scola, and Tami Bergeron for compiling the data over the last year, which was a major undertaking. The City was looking to quantify and communicate the City's growth rate with the region, and the report was an effective, readable tool.
 - Ms. Bateschell confirmed Staff had done all the photography in the report.
- With the mix of multi-family and single-family homes, perhaps there was an over production of single-family homes. Was the City taking the demographic trends of the next 10 or 20 years into account and creating an adequate number of each housing type for those who want to stay in Wilsonville? There might not be enough multi-family homes for those who want to age in place. Such information would be important as the Planning Commission made policy-making decisions. Metro needed to see that Wilsonville was growing faster and might need to adjust its forecasts.
 - Ms. Bateschell explained the City did a full Housing Needs Analysis in 2013, which kick started the Annual Housing Report. That analysis recommended that the City track the types of housing being developed and its location in terms of the City's vacant buildable lands analysis over a specific time

frame to see how quickly development was occurring to ensure there was enough buildable land in the 20-year timeframe.

- A full forecast or Housing Needs Analysis was a tremendous amount of work and would probably not be done yearly, but Staff could better connect back to the most recent 2013 Housing Needs Analysis, which did show that Wilsonville needed a variety of housing types to accommodate a person's lifecycle.
- In 2013, the analysis showed a high split in housing types with a 57 percent supply of multi-family housing and a 43 percent supply of single-family, and a need for more single-family homes, which had been part of the impetus of more recent planning efforts. The current findings on Page 3 showed a shift in the housing supply with multi-family at 55 percent and single-family at 45 percent.
- Knowing that work had already been done in 2013 and that the City was tracking the production of housing, reevaluating the housing needs once every 10 years was adequate.
- Mr. Kohlhoff clarified that the State, not Metro, had developed the Metropolitan Housing Rule, which called for communities to provide an equal amount of multi- and single-family housing for new development regardless of whether the community was already well ahead of that ratio.
 - The City's Comprehensive Plan had to meet the State's goals and Metro was the regional planning agency that ensured all the cities in the area made the right decisions according to those goals. Under federal rules, Metro used an area, which included Clark and Yamhill Counties, to figure out the growth area. Metro also had a complex modeling system, which the City had argued about, that produced growth rates and projections, and then Metro determined available lands.
 - The issue was that when the City needed additional lands for housing to meet its 20-year projection based on a growth rate that was greater than Metro's projections, Metro could apply its growth rate and deny the City's request.
 - Another issue was that Portland had redone its entire Comprehensive Plan and was the process of redoing its zoning to focus on more apartment, condo, and multi-family type units. The question was if Portland was picking up a majority of the population, was more land needed to grow because Portland was producing that type of development. There was an issue between the different cities, Metro, and Portland with regard to what Metro forecasted versus the City's aspirations.
 - City Staff has had some interesting discussions with Metro including Mayor Knapp who had taken a stand several times on this issue. A letter was sent, which included support from 21 mayors from other cities, about this issue.
- Development in Wilsonville had not been even. In the past, there was rapid multi-family growth, but now there was an increase in single-family homes. While not particularly planned that way it gave the appearance to the community that the City was going overboard on multi-family homes.
 - Big shifts in development also throw off the proportions in small communities.
- Wilsonville was one of maybe two cities that actually came close to meeting the housing rule for multi-family, and could possibly be in excess of it. Other communities were far lower. In a recent newspaper article, housing advocates were looking at some sort of challenge to Happy Valley's and Metro's planning because Happy Valley had built too many single-family homes and not enough multi-family. The outcome of that issue might affect other cities.
 - Wilsonville was pretty responsive to the community, and the City was working on the need for more single-family homes and strategically place single-family and multi-family homes where it made the more sense. The community had been very involved in the issue and provides a lot of feedback on Frog Pond.
- Ms. Bateshell clarified the percentages shown in the diagram on Page 36 of Annual Housing report indicated the residential buildable land in the city and the amount of land in acres that had been dedicated in approved plans.
 - In 2015, 2.5 percent of the 447 acres total of residential building land in the city was involved in plans approved for residential development.
 - The Housing Needs Analysis tracked whether the City would have enough land available for residential uses in the next 20 years.

- In 2014, 14.1 percent of the residential buildable land had been dedicated by approved plans, and over the past two years that had grown to 16.6 percent, which if split evenly was greater than the 10 percent the City should have seen.
- Residential buildable land had not been tracked in the past, so it was difficult to determine the City's average and whether 2014 or 2015 was more of an outlier. The City had approved a lot of permits and seen a lot of development in the last couple years, so the 14 percent in 2014 could be high compared to an average annual development, but that would need to be tracked over time to recognize a trend.
- Development was inconsistent by nature, so having an increase of 2.5 percent in 2015, followed by an additional two or three years of the same, would even out the percentages.

IX. ADJOURNMENT

Chair Greenfield adjourned the regular meeting of the Wilsonville Planning Commission at 8:33 p.m.

Respectfully submitted,

By Paula Pinyerd of ABC Transcription Services, Inc. for
Tami Bergeron, Administrative Assistant-Planning